

# Sonoma County Office of Education

## Manual Payroll Procedures

### **Returned ACH (incorrect banking information in payroll system)**

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- SCOE notified by county of returned deposit (can be within 2-5 days of pay date)
- SCOE creates manual check (using C-Series system)
- Check with Accounting Analyst or Director, External Payroll & Finance on when the replacement check will be available

### **Employee ACH Reversal (Note: SCOE is able to reverse the ACH of an employee ONLY if they are overpaid)**

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- Must receive ACH reversal document signed by CBO by 2:00PM the day before pay day
- The reversal can occur anytime within 2-5 days of pay date
- Once we receive confirmation that the funds have been reversed by the bank, the district will be notified and can recalculate the correct payroll to this employee

### **Employee Lost check**

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#### *Option 1 – Reissue via Manual Payroll*

- District sends completed Check Status Request form along with copy of check from pay history to SCOE (Pay history in Escape: HR Payroll --> Payroll --> Payroll History)
- District completes Manual Payroll Request form requesting a Reissue
- SCOE initiates Cancel/Re-Issue on next Manual Cycle

#### *Option 2 – Reissue via Accounts Payable or Revolving*

- District sends completed Check Status Request form along with copy of check from pay history to SCOE
- District completes Manual Payroll Request form requesting a Cancel only
- SCOE initiates Cancel/Reverse
- District can either Reprocess Pay on the Manual Payroll (only when the employee has not been paid on a subsequent payroll) and establish the receivable using the Repay procedures attached,
- OR correct pay history on the next open pay cycle for the employee using the Repay procedures attached
- District pays employee on AP or with a Revolving check (code AP or revolving check to 01 . . . . 9213 . .)

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### *Option 3 – Reissue via next open payroll cycle*

- When next Payroll Cycle is soon enough, District sends completed Check Status Request form along with copy of pay history to SCOE
- District completes Manual Payroll Request form requesting a Cancel only and includes a copy of the affidavit
- SCOE initiates Cancel/Reverse
- District pays employee on next Payroll Cycle and includes any applicable deductions and contributions

### **Employee Underpaid or Not Paid**

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#### *Option 1 – Reissue via Manual Payroll*

- District Creates Manual Pay for employee
- District completes Manual Pay Request form and sends to SCOE with reports
- District reviews adjust pay to make sure there are no errors for this payroll
- SCOE submits manual payroll and employee is paid on next manual pay cycle

#### *Option 2 – Reissue via next open payroll cycle*

- District pays the employee on the next open pay cycle for the employee and includes any applicable deductions and contributions

#### *Option 3 – Reissue via Accounts Payable or Revolving*

- District pays employee on AP or Revolving using REPAY procedures attached
- Employee is paid immediately (revolving) or during next AP cycle

### **Employee Overpaid (prior to EE receiving pay)**

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- District sends completed Manual Payroll Request form requesting a Cancel only and includes the original check with VOID written across the check
- SCOE initiates Cancel/Reverse

#### *Option 1 – Reprocess pay through Manual Payroll*

- District can Reprocess Pay on the Manual Payroll (only when the employee has not been paid on a subsequent payroll) and pay the employee the corrected amount

#### *Option 2 – Reprocess pay through next open payroll cycle*

- District pays the employee on the employee's next open pay cycle and includes any applicable deductions and contributions

#### *Option 3 – Reprocess pay through Accounts Payable or Revolving*

- District pays employee on AP or Revolving using REPAY procedures attached

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### Employee Overpaid and Check Cashed

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- Notify Employee and make arrangements, in writing, to collect from the employee's pay either by the end of the fiscal year or within 12 months.
- Have employee sign written notice

#### *Scenario 1: Employee was overpaid on regular assignment*

- Double check system generated overpayment amount on the next payroll cycle
- Once it is confirmed that everything is correct with this overpayment, enter a negative Repay deduction for the negative net payroll (This is the amount the employee owes back)
  - Note: The net pay should come to zero when you enter this Repay deduction
  - When the overpayment is collected back from the employee, code the deposit to 01 . . . . 9213 . . (or your general fund if it differs from 01)

#### *Scenario 2: Employee was overpaid by a manual entry into the system (supplemental payroll or additional items added to regular payroll)*

- Reverse overpaid amount on the next available payroll cycle
- Enter a Repay deduction for the negative net payroll amount
- When the overpayment is collected back from the employee, code the deposit to 01 . . . . 9213 . . (or your general fund if it differs from 01)
  - If the overpayment is from the prior calendar year, please contact the Director, External Payroll and Finance to figure out if the employee's W-2 needs to be adjusted

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### Employee REPAY — paid from Revolving account

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**Go to: HR/Payroll – Payroll – Adjust Pay**

**Performed by Payroll Person**

- Find next open payroll cycle for employee (or **create on Manual Payroll**)
- Enter add-ons for employee
- Enter any necessary deductions or contributions
- Go to Tasks – Calculate pay now
- Print snapshot to capture Net Pay for employee
- Add new deduction — REPAY
  - Amount is net pay amount (Entered as a positive)
  - Vendor is “district general fund”
- Save/Close
- Verify that net pay is **ZERO** after adding the Repay
- Pay employee net pay amount from revolving account
- Replenish revolving account out of object 9213 (The repay entered in adjust payroll hits this account)

# Sonoma County Office of Education

## Manual Payroll Procedures

### Employee REPAY — paid from next AP cycle

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#### **From HR/Payroll – Payroll – Adjust Pay**

*Performed by Payroll Person*

- Find next open payroll cycle for employee (or **create on Manual Payroll**)
- Enter add-ons for employee
- Enter any necessary deductions or contributions
- Go to Tasks – Calculate pay now
- Print snapshot to capture Net Pay for employee
- Add new deduction — REPAY
  - Amount is net pay amount (Entered as a positive)
  - Vendor is “district general fund”
- Save/Close
- Verify that net pay is **ZERO** after adding the Repay
- Pay employee net pay amount from Accounts Payable

#### **From Finance – AP – Enter Employee Payments**

*Performed by AP Person*

*Note: Payroll department should supply AP clerk with the payroll snapshot showing the net pay amount due to the employee*

- Enter first few characters of employee’s last name and press <F4>. Choose employee from list
- Amount is net pay from snapshot
- Account number is general fund, object 9213. (For example: 01- -- - -9213- -)
- Enter remaining payment fields as necessary. It’s a good idea to reference pay cycle in either invoice number or comment fields. For example, make invoice number = PR042821 if repay is on 4/30/21 pay cycle
- Submit payment

*Employee is paid net amount on next AP cycle*